

Historic, Archive Document

Do not assume content reflects current
scientific knowledge, policies, or practices.

Reserve

1.916

St1

Dec.1-15, 1949

1. 7. 16
St 1
UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY

Res. 1.3

STAFF LETTER //

December 1, 1949

Under a procedure which came into effect on November 1, the Library will initially pay all vouchers covering publications purchased for the Department. The Library in turn will submit to the agencies of the Department Standard Form 1080 vouchers at the end of each month or at longer periods. This should reduce by 5,000 or 6,000 annually the number of vouchers prepared and processed in the Department. The procedure is outlined in detail in Library Memorandum No. 4, November 2, 1949.

A number of changes in procedures have taken place in the Division of Technical Processes during the past two weeks. In Processing Section the table of publications from the Catalog Section, the mimeograph machine and the paper cutter have been moved together so that, as soon as the cards have been run off, they can be matched with the publications. To speed up service, the Order Unit was moved around slightly so that staff handling both correspondence and the receiving of incoming books can consult the outstanding order file without moving. Another change was the elimination of the receipt copy file for separates from the Shelflisting Unit. Order Unit now sends books directly to Catalog, Shelflisting or Inventory Units, as required. In addition, the new Process Form is now in use and promises to be an improvement over the old one.

The end of the first quarter of the Flower and Gift Fund for 1949 finds the treasury in excellent shape, with a balance of \$37.52.

The question of whether the Flower and Gift Fund should provide the funds for financing Mr. Mehring as the Library's Notary Public was put to the vote of the entire personnel during October. The result of this vote was 92 for and 38 against; consequently the necessary funds (\$4.80 for bonding and \$6.00 for a seal and stamp) were advanced to Mr. Mehring on November 17. Mr. Mehring is now available for notarizing both official and personal papers for the Library staff without charge.

A recapitulation of the income and expense of the fund follows:

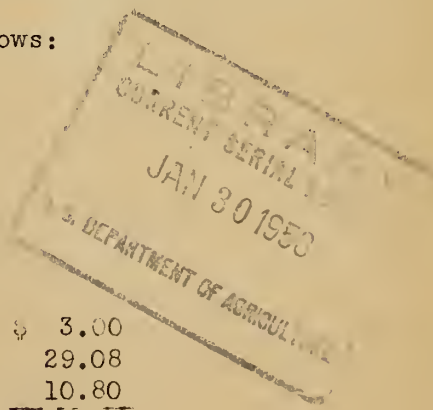
Balance in Treasury	September 1, 1949	\$.81
Balance in Bib. Div.	September 1, 1949	1.58
Collection	September 2, 1949	27.66
Collection	October 14, 1949	26.86
Collection	November 14, 1949	23.49
			<u>\$ 80.40</u>

Indebtedness, September 1, 1949	\$ 3.00
Gifts and Flowers	29.08
Bond, seal and stamp for Mr. Mehring	10.80
		<u>\$ 42.88</u>

Balance, December 1, 1949	\$ 37.52
---------------------------	-------	----------

Processing Section was deep in work last week when, within two days, they received 2500 volumes from the bindery. Reference Section had a record day last week too when they received 640 bibliofilm and ACS orders.

The Entomology Franch Library telephone number has been changed to Code 82, ex. 291.



1.916
St 1
RECEIVED
UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
JAN 30 1950

RECEIVED
STAFF LETTER

December 15, 1949

Miss Ina L. Hawes and Miss Rose Eisenberg, both of Bibliography Division, were announced as joint recipients of the Oberly Memorial Award, given by the American Library Association to the compiler of the best bibliography in the field of agriculture or the natural sciences. The award, granted at two-year intervals, consists of income from a capital fund contributed to the A.L.A. as a memorial by the colleagues of Eunice Rockwood Oberly, late librarian of the Bureau of Plant Industry, USDA. Twelve awards have been made by the A.L.A. since the establishment of the fund in 1925. The bibliography selected for the 1949 award by the Oberly Memorial Fund Committee of the A.L.A. is on aviation and economic entomology, published in April 1947 by the USDA. Miss Hawes and Miss Eisenberg accepted the award in person at the A.L.A. conference in Atlantic City.

Dr. Naum Jasny's new book, The Socialized Agriculture of the USSR, contains the following tribute:

"This study, like most of my others, is based primarily on material in the library of the United States Department of Agriculture. But it is not the books used there that one recalls after the burdensome job is done. It is the friendly atmosphere of the place. Names cannot be given; there are too many. But everywhere - in the reading room, in circulation, in the catalogue section - everybody is helpful, and helpful in such a way that it is pure pleasure to go there, to be there."

Since the last report on personnel changes, the following new employees have reported to the Library: Div. of Reading and Reference: James Cummings, Donald Pearce, Richard Bristow, Joseph Campbell, Herbert Womble, Sophie Chumas, Joseph Franceil, Kirby Payne, M. Virginia Cole, Wilbert Marchand; Admin. Div.: Robert Brown, Jr.; Div. of Technical Processes: Frances Basham, Wesley Pratt. The following have left the Library: Div. of Reading and Reference: Margaret Hilliard, Robert Vielhaber, Pearl Confol; Admin Div: Robert Bergquist; Div of Field Library Services: Viola Le Croix; Div of Technical Processes: Ruby Fox, Minnie Chitty, Luella Howard.

Mrs. Eleanor McNinch will report to the Library on January 3 as Assistant Chief of the Reading Room.

Miss Margaret Schindler is scheduled to deliver two talks in the near future. On December 27 she will participate in a symposium at the American Institute of Biological Sciences in New York on the subject of uniform bibliographical citations from the point of view of the user. On January 6, 1950 she is scheduled to speak to the Special Libraries Council of Philadelphia on work measurement and reference work.

Dr. Mitchell and Mr. Bristow of the Library will sing with the Agriculture Choristers next Saturday night.

Miss Ayrault, Miss Bercaw and Mrs. Oliveri, the Library's representatives on the Administrative Council of the Welfare Association, plan to attend the quarterly business meeting of that organization next Friday.

The Division and Section Chiefs have invited the Library staff to a Christmas tea in the Division of Bibliography on Friday, December 23, from 3 to 4 p.m.

